

Article XX

Workload

Section 1. The Union and the University agree it is in the interest of the University and the GE to define a GE's workload to be commensurate with the GE's appointment, title/classification, and compensation, as well as their ability to make academic progress required by their academic program.

Section 2. The workload hours for each academic semester are delineated in this section:

I. Fall and Spring Semesters:

The workload for a full-time GE shall not exceed an average of twenty (20) hours per week.

II. Summer and Winter Terms:

A. Full-time assistantships:

If the GE's appointment is "full-time," their workload shall not exceed an average of forty (40) hours per week.

B. Half-time assistantships:

If the GE's assistantship is "half-time," their workload shall not exceed an average of twenty (20) hours per week

III. Any work assignment, including but not limited to, preparation work, training, orientation, required meetings, required travel time, required conferences, and required office hours, shall be included in the total workload for the period of the appointment, including duties that occur outside the academic term.

Section 3. GEs shall only be assigned job duties, roles, and/or functions that can be regularly performed within the allotted workload average as outlined in Section 2.

Section 4. In the event of significant increases in elements of a GE's workload (such as class size, number of sections or courses taught, or number of students advised) contracted hours shall be increased accordingly or such changes shall be structured in such a way as not to increase the GEs expenditure of time beyond the number of hours specified in the GE's contract (e.g. switching from essay to multiple choice, adding graders) and shall be discussed by the department chair with the GE involved. Departments will provide advance written notice to affected GEs of department-wide

changes and shall meet to discuss such changes with all affected graduate student employees within thirty (30) days of such change.

Section 5. Supervisors shall give at least thirty (30) days of notice for the completion of tasks, taking into consideration relevant surrounding circumstances, including, but not limited to, grading, exam preparation and monitoring, instructional details for discussion sections or lab assignments, and/or any other material necessary for timely preparation. Supervisors will guarantee to accommodate GEs academic commitments when assigning tasks.

(a) Supervisors shall not assign any additional duties, outside of the conventional tasks, without the consent of the GE. If a Supervisor wishes to assign any additional duty, then they must notify the GE at least thirty (30) days before the task is due.

Section 6. GEs cannot be obligated to complete any assigned duties before 9 AM or after 5 PM or on weekends unless a written agreement has been signed between GE and the employer. This agreement shall provide the rationale for the required work hours and details about the nature of the work.

Section 7. In the case of a change of a GE's job assignment/role/function or the addition of another job assignment/role (i.e. coverage of another course, tutoring hours, overseeing directed research, etc.), any work completed in the original assignment will count toward the hour limit for the term.

Section 8. If a GE contends that the GE's workload exceeds the maximum required by the GE's assignment shall first discuss this with the GE's faculty supervisor (or department/program head, as appropriate) to resolve the matter. A union representative may participate in this discussion if the GE desires. In the case that a GE requests to meet with their Supervisor, the meeting must be held within seven (7) days of the initial request. If this meeting does not result in a resolution that is acceptable to the GE, the GE may file a grievance as per Article XX.